



Student Portal User Guide

Web-based Portal 2.1

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SUPERINTENDENT OF PUBLIC INSTRUCTION SHERRI YBARRA

SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE



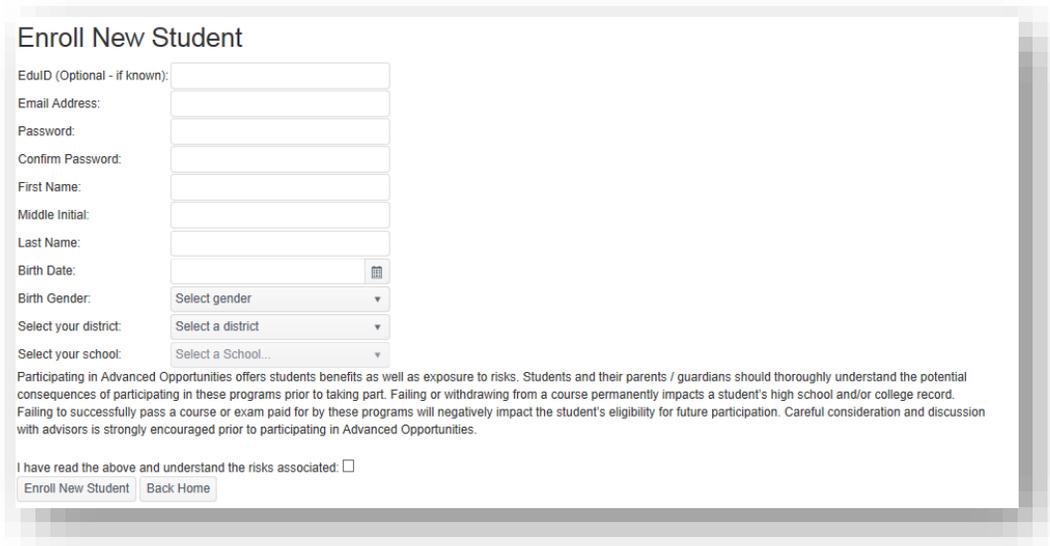
IDAHO
STATE DEPARTMENT OF EDUCATION

Step 1: Create a student account

From the Advanced Opportunities site (<http://www.sde.idaho.gov/site/advancedopp/>) the student will select the blue “**Apply for Advanced Opportunities**” link.

The student will click “**Create an Account**” in the top right hand corner.

The student will register for an account using a valid email address.



The screenshot shows a web form titled "Enroll New Student". The form contains the following fields and controls:

- EduID (Optional - if known):
- Email Address:
- Password:
- Confirm Password:
- First Name:
- Middle Initial:
- Last Name:
- Birth Date:
- Birth Gender:
- Select your district:
- Select your school:

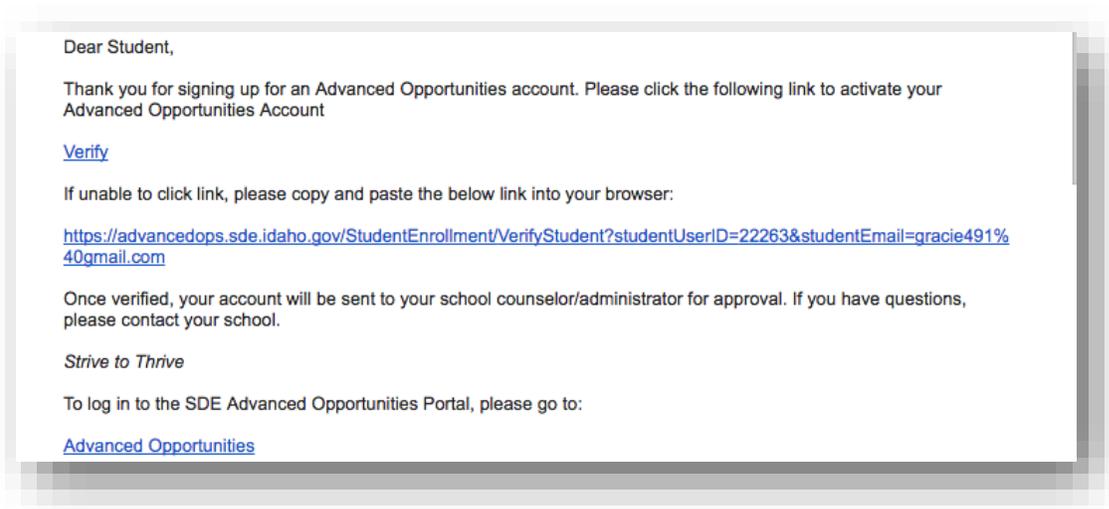
Below the form, there is a paragraph of text: "Participating in Advanced Opportunities offers students benefits as well as exposure to risks. Students and their parents / guardians should thoroughly understand the potential consequences of participating in these programs prior to taking part. Failing or withdrawing from a course permanently impacts a student's high school and/or college record. Failing to successfully pass a course or exam paid for by these programs will negatively impact the student's eligibility for future participation. Careful consideration and discussion with advisors is strongly encouraged prior to participating in Advanced Opportunities."

At the bottom of the form, there is a checkbox: "I have read the above and understand the risks associated:

At the very bottom, there are two buttons: "Enroll New Student" and "Back Home".

Step 2: Verify the student account

An email will be sent to the student to verify the account. The student will need to select the link in the email to proceed. The email is sent immediately; if students don't see it, they should check their spam folder.



The screenshot shows an email verification message. The content is as follows:

Dear Student,

Thank you for signing up for an Advanced Opportunities account. Please click the following link to activate your Advanced Opportunities Account

[Verify](#)

If unable to click link, please copy and paste the below link into your browser:

<https://advancedops.sde.idaho.gov/StudentEnrollment/VerifyStudent?studentUserID=22263&studentEmail=gracie491%40gmail.com>

Once verified, your account will be sent to your school counselor/administrator for approval. If you have questions, please contact your school.

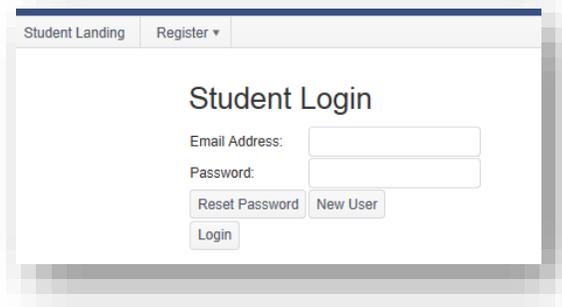
Strive to Thrive

To log in to the SDE Advanced Opportunities Portal, please go to:

[Advanced Opportunities](#)

Upon verification by the student, a district or school user will approve the account. This step may take a bit of time, as it is done manually by the school district. Once approved, the student will be able to apply for funding for courses/exams.

The student can now log into the portal with the credentials that were created:

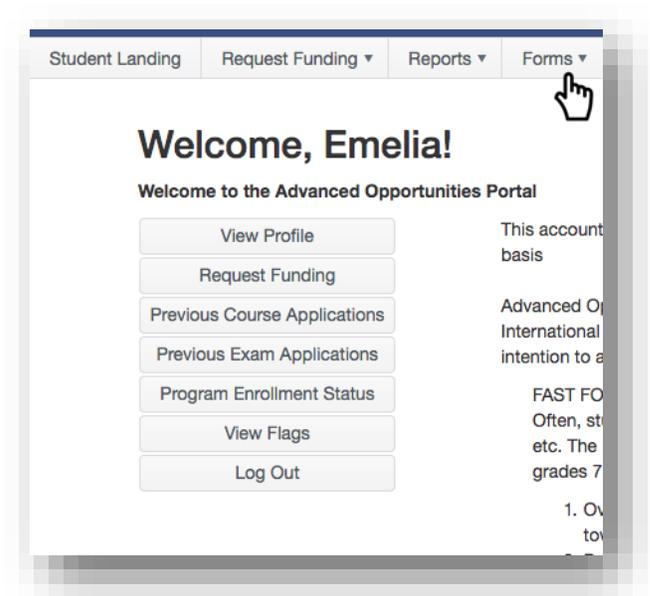


Step 3: Apply for funding

Once the student has logged into her account, she is almost ready to apply for funding.

The student needs to be sure that she has submitted a completed Participation Form to her school district; the district must have these on file in order to approve the student for any Advanced Opportunities funding.

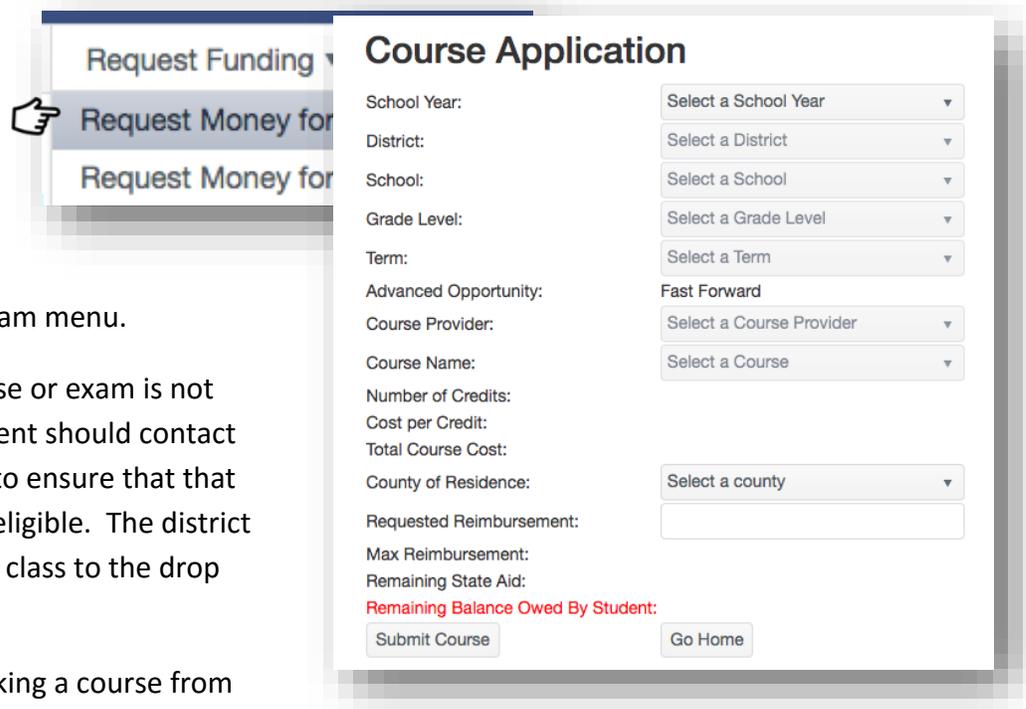
The form can be found under the fourth tab upon logging into the website, **“Forms.”**



Courses & Exams

Once the form is on file, the student is ready to request funding. She will select **“Request Funding”** and then will choose the application type.

The student will enter the course/exam information, using the pre-populated drop down course or exam menu.



The screenshot shows a web interface for a 'Course Application'. On the left, a vertical menu has three items: 'Request Funding v', 'Request Money for', and 'Request Money for'. A hand icon points to the second item. The main form area is titled 'Course Application' and contains the following fields:

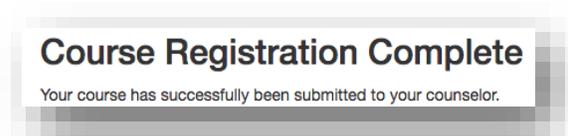
- School Year: Select a School Year (dropdown)
- District: Select a District (dropdown)
- School: Select a School (dropdown)
- Grade Level: Select a Grade Level (dropdown)
- Term: Select a Term (dropdown)
- Advanced Opportunity: Fast Forward
- Course Provider: Select a Course Provider (dropdown)
- Course Name: Select a Course (dropdown)
- Number of Credits: (text input)
- Cost per Credit: (text input)
- Total Course Cost: (text input)
- County of Residence: Select a county (dropdown)
- Requested Reimbursement: (text input)
- Max Reimbursement: (text input)
- Remaining State Aid: (text input)
- Remaining Balance Owed By Student: (text input)

At the bottom of the form are two buttons: 'Submit Course' and 'Go Home'.

If the desired course or exam is not available, the student should contact district personnel to ensure that that course or exam is eligible. The district may need to add a class to the drop down menu.

If the student is taking a course from an out-of-state provider or is taking an atypical class, the request will need to be entered by the district personnel as an “other” option.

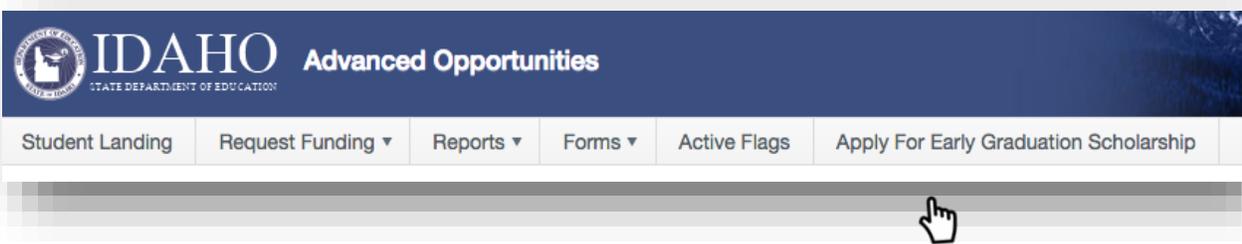
The student will receive a notice indicating that applying for state aid to pay for the course/exam has been completed.



Please note that state funding may not be used for remedial or repeated classes; also, for professional technical exams, the maximum allowed reimbursement is listed on the State Department of Education website. Any additional expense is the responsibility of the student.

Early Graduation Scholarship

Students who graduate at least a full year early are eligible for an Early Graduation Scholarship. This is typically about \$1,500 (it is 35% of Average Daily Attendance funding.). To apply for this scholarship, students must login to their Advanced Opportunities account. In the bar at the top of the webpage, the student will select “Apply for Early Graduation Scholarship.”



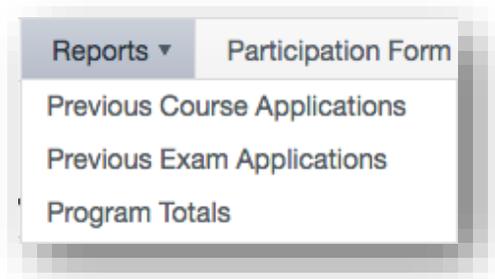
Once the student has opened up this form, his student information will auto-populate. Then he will complete the remaining information needed. The student will submit the application. This request will be visible by the student’s district, which will need to enter the verifying information regarding the student’s graduation in the state’s student data system, ISEE.

The student may track the scholarship progress in his Advanced Opportunities account. Students are encouraged to communicate with their districts to confirm eligibility for this scholarship.

This image shows a section of the application form. It contains three dropdown menus: "Year Entering College:" with the placeholder "Select a School Year", "Term Entering College:" with "Select a Term", and "College:" with "Select a Course Provider". Below these are two buttons: "Submit Application" and "Go Home". A mouse cursor is hovering over the "Year Entering College:" dropdown.

Step 4: Managing the Student Account

The student will be able to manage her account in the portal. Reports of prior course submissions and programs totals may be found under the “**Reports**” tab.



If a student wants to see prior requests for courses or exams, she may click on the **“Previous Course Applications”** or **“Previous Exam Applications”** reports. This will show the student’s applications and current status (pending, approved/denied, or paid).

Student Course Submissions

Drag a column header and drop it here to group by that column

School Year	Program	District	School	Provider	Course Name	Submitted Date	Status	Requested Reim	Approved Reim
2016-2017	Fast Forward	COEUR D'ALENE DISTRICT	COEUR D'ALENE HIGH SCHOOL	North Idaho College	Engl 101	7/28/2016	Pending Initial Approval		

Students may view their overall use of the program under **“Program Totals.”** Students and parents may want to use this tab to monitor their overall program balance.

Program Enrollment

A grade of 0 means that the available amounts don't change based on current grade level.

Drag a column header and drop it here to group by that column

Advanced Opp Name	School Year	Term Name	Grade Level	Credits Approved	Exams Approved	Dollars Approved	Dollars Available
Fast Forward	2016-2017	Year	0	0	0	\$0	\$4125

Students may also monitor their flag status through their account. Student accounts may have a flag added when they fail to earn credit for a course or exam. In order to access future funding, the student must pay for a “like” course or exam (same type of funding request, and same or greater cost.) Student flags details can be accessed in two places, click on **“View Flags”** or **“Active Flags.”**

Student Landing Request Funding Reports Forms Active Flags

Welcome, Emelia!

Welcome to the Advanced Opportunities Portal

- View Profile
- Request Funding
- Previous Course Applications
- Previous Exam Applications
- Program Enrollment Status
- View Flags
- Log Out

This account has been approved on a basis

Advanced Opportunities are a International Baccalaureate, A intention to assist students in

FAST FORWARD PROGRAM Often, students who choose etc. The Fast Forward program grades 7-12 who attend at

1. Overload courses: 1

If a student has questions about her account, she should contact her school counselor or the State Department of Education, Advanced Opportunities Department (<http://www.sde.idaho.gov/student-engagement/advanced-ops>.)